UNITED
NATIONS

ST

Secretariat

ST/IC/1995/16
31 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: HOME ADDRESSES AND TELEPHONE NUMBERS*

1. From time to time, it is necessary for the Organization to contact staff members outside the office, whether for security reasons, emergency work questions or assignments or legitimate inquiries into a staff member's health or well-being. It is essential that the Organization have available current home addresses and telephone numbers of all staff members, as well as the name and telephone number of a person to be contacted in case of an emergency. It is especially important that all staff going on mission, or on United Nations travel of any kind, ensure that all this information is up to date and accurate.

2. The purpose of the present circular is to inform all staff serving at Headquarters that, within the next few weeks, they will receive from their Executive Offices a form containing information that they are requested to verify and complete as needed, before returning the form by the date indicated. Similar requests will be issued regularly in the future to keep the database current. Staff members are reminded that it is their responsibility to report to their Executive Office any changes in their home address, telephone number or information on their contact person when they occur, without waiting for an official request to that effect.

3. Staff members are assured that home addresses, telephone numbers and information on contact persons are kept confidential and are not released except to authorized officials and for authorized purposes. The Security and Safety Service will continue its standard operating practice of handling individual requests for personal information received after normal working hours on a "call back" basis, under which no information is released unless and until the staff member involved gives permission to do so.

---

* Personnel Manual index No. 4010.

95-09305 (E) 040495 060495

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/17
13 April 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. The list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in February 1995.

95-11055 (E) 200495 210495

/...

PLACEMENT AND PROMOTION
1 to 28 February 1995

Name	Gender	Releasing Dept/Office	Receiving Dept/Office	Post level
PROMOTION				
Garcia-Buchaca, Raul	M	ECLAC	ECLAC	P-3
Samoilova, Natalia	F	DPI	DPI	P-3
Tan-Vandermark, Nancy	F	DPKO	OLA	P-3
Jaspers, Dirk	M	ECLAC	ECLAC	P-4
Klein, David	M	DAM/OCSS	DAM/OCSS	P-4
Martinez, Jose Octavio	M	ECLAC	ECLAC	P-4
Scheer, Stephani	F	DAM/OCSS	DAM/OCSS	P-4
Vera Arendt, Carmen	F	ECLAC	ECLAC	P-4
Al-Jijakli, Mohamad	M	DAM/OCSS	DPI	P-5
Arsanjani, Mahnoush	F	OLA	OLA	P-5
Dickstein, Phyllis	F	DPI	DPI	P-5
Murphy, Maria Luisa	F	DHA/NY	DHA/NY	P-5
Tourou, Riccarda	F	UNOV	UNOV	P-5
Heligman, Larry	M	DESIPA	DESIPA	D-1
Lone, Salim	M	DPI	DPI	D-1
Markham, Susan	F	DPI	DPI	D-1
Labonne, Marie Beatrice	F	DDSMS	DDSMS	D-2
Ngobi, James	M	DPA	DPA	D-2
TRANSFER				
Goggin-Nugent, Teresa	F	DDSMS	DPCSD	P-3

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/18
13 April 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly in future in order to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in February 1995.

95-11057 (E) 190495 210495

/...

PLACEMENT AND PROMOTION

1 to 28 February 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Appel, Charles	M	DPI	DPI	G-5
Guy, Sandra	F	DPI	DPI	G-5
Herard, Marie-Lyse	F	DAM/OCSS	DAM/OCSS	G-5
Kaczmarska, Renata	F	DPI	DPI	G-5
Larson, Irene	F	DAM/OCSS	DAM/OCSS	G-5
Ng, Maria Luisa	F	DAM/OPPBA	DHA/NY	G-5
Ramanathan, Vasantha	F	UNJSPF	UNJSPF	G-5
Yates, Margaret	F	DPI	DPI	G-5
Zaitseva, Alla	F	DPI	DPI	G-5
Alunan, Rosalie	F	UNPROFOR	DPCSD	G-6
Cheung, Marita	F	DPCSD	DPCSD	G-6
Deane, Clive	M	DAM/OCSS	DAM/OCSS	G-6
*Del Rosario, Lulu	F	DAM/OHRM	DAM/OHRM	G-6
*Gudgeon, Susan	F	DPCSD	DPCSD	G-6
*Marx, Rosalind	F	DPCSD	DPCSD	G-6
Rezende, Paula	F	DDSMS	DDSMS	G-7
TRANSFER				
Htay, Lily	F	DAM	UNJSPF	G-6

* To be effected under the transitional measures outlined in para. 14 of ST/IC/1993/66.

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/19
20 April 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in March 1995.

95-11636 (E) 250495 260495

/...

Annex

PLACEMENT AND PROMOTION
1 March to 31 March 1995

Name	Gender	Releasing dept/office	Receiving dept/office	Post level
PROMOTION				
Dunn, Jennifer	F	DESIPA	DESIPA	P-3
Ejima, Kiyomi	F	DPA	DPA	P-3
Vlassis, Dimitrios	M	UNOV	UNOV	P-3
Axenidou, Antigone	F	OLA	OLA	P-4
Suzara, Melanie Q.	F	DAM	DAM	P-4
Lim, Kim Lan	F	ESCAP	ESCAP	P-5
Makonnen, Alemayehu	M	DPA	DPA	P-5
Raphael, Phyllis	F	DAM/OHRM	DAM/OHRM	P-5
Weinberger, Mary Beth	F	DESIPA	DESIPA	P-5
Ashour, Fatma	F	DPA	DPA	D-1
Hoffmann, Helga	F	DESIPA	ECLAC	D-1
Karia, Jayantilal	M	DAM	DAM/OPPBA	D-1
Moller, Michael	M	DPA	UNOG	D-1
Temin, Gerard Simon	M	DAM/OCSS	DAM/OCSS	D-1
Gelbstein, Eduardo	M	ICC	ICC	D-2

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/20
20 April 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly in order to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/390 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in March 1995.

95-11638 (E) 250495 260495

/...

PLACEMENT AND PROMOTION
1 to 31 March 1995

Name	Gender	Releasing Dept/Office	Receiving Dept/Office	Post Level
PROMOTION				
*Civetta, Ronald	M	DAM/OCSS	DAM/OCSS	TC-4
*Mcateer, Ronnie	M	DAM/OCSS	DAM/OCSS	TC-4
*Mooney, Timothy	M	DAM/OCSS	DAM/OCSS	TC-4
*Ojoe, Clifford	M	DAM/OCSS	DAM/OCSS	TC-4
*Petursson, Sverrir	M	DAM/OCSS	DAM/OCSS	TC-4
*Scimeca, John	M	DAM/OCSS	DAM/OCSS	TC-4
*Sebesta, John	M	DAM/OCSS	DAM/OCSS	TC-4
*Church, Russell	M	DAM/OCSS	DAM/OCSS	TC-5
Huertemendia, Jorgelina	F	DAM/OCSS	DAM/OCSS	TC-5
*Kriticos, Sofoklis	M	DAM/OCSS	DAM/OCSS	TC-5
Thomas, Ivonne	F	DAM/OCSS	DAM/OCSS	TC-5
*Bilik, Jozef	M	DAM/OCSS	DAM/OCSS	TC-7
Smith, Trevor	M	DAM/OCSS	DAM/OCSS	TC-7
Damianou, Andreas	M	DPI	DPI	G-5
Larrivee, France	F	DAM/OCSS	DAM/OCSS	G-5
*Perricone, Dorothy	F	DPCSD	DPCSD	G-5
Weidenbacher, Judith	F	DAM/OCSS	DAM/OCSS	G-5
Barnes, Ann	F	DPA	DPA	G-6
Cheng, Janet	F	DPI	DPI	G-6
Chia-Rubin, Elizabeth	F	DPI	DPI	G-6
Matz, Margot	F	DAM/OCSS	DAM/OCSS	G-6
Ng, Anita	F	DPA	DPA	G-6
Mollison, Clive	M	DAM/OCSS	DAM/OCSS	G-7
**Wang, Lily	F	DAM/OCSS	DAM/OCSS	G-7
TRANSFER				
Michel, Carmen	F	DPA	DPCSD	G-6

* To be effected under the transitional measures outlined in ST/IC/1993/66, para. 14.

** To be effected under the transitional measures outlined in ST/IC/87/59.

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/21
21 April 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. Language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held on 30 and 31 May 1995. The conditions for eligibility and other requirements are contained in information circular ST/IC/1994/53 of 30 November 1994.

2. Those wishing to take the examination in May 1995 must submit a P.46 application form to the Language Training Programme of the Training Service (room S-606, ext. 3.7021). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 and 3 p.m. from Monday, 8 May, to Friday, 26 May 1995, the deadline for registration.

3. The Language Proficiency Examination consists of a written test and an oral interview. The schedule for the written part of the May 1995 examination is as follows:

30 May 1995

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

31 May 1995

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

95-11667 (E) 260495 280495

/...

Candidates are advised to arrive 15 minutes before the start of the written examination in order to allow time for check-in procedures.

4. The oral examination will be conducted on an individual basis and will consist of a 15-minute interview. Candidates will be given interview appointments at the time of their registration. They will be informed of the location of the examination at that time.

5. For the written examination the location of the room in which each examination will be held will be posted on the fourth, fifth and sixth floor bulletin boards and on those in the DC-1, DC-2 and UNICEF House buildings. Candidates should check those bulletin boards during the week before the examinations, as the Training Service cannot send out individual notices announcing where the written examinations will take place.

6. Copies of sample examination questions may be obtained in room S-606.

7. Candidates will receive written notification of their examination results by late July 1995. No results will be available prior to official notice.

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/22
20 April 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS

1. A competitive examination for the recruitment of English editors will be held on 26 and 27 July 1995 in New York, Geneva, Vienna and other duty stations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services or the Department for Policy Coordination and Sustainable Development of the United Nations Secretariat. Assignments are subject to rotation and English editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Editors are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

95-11669 (E) 250495 270495

/...

(b) Have a perfect command of English and a very good knowledge of French and of one of the other four official languages of the United Nations (Arabic, Chinese, Russian and Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the principal language of instruction;

(d) Have relevant experience in the publishing industry or perform functions involving thorough knowledge of United Nations documentation or publications.

Computer and word-processing skills would be an asset.

4. The requirement for a university degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have appropriate post-secondary educational qualifications from a university or institution of equivalent status at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of the following five papers:

I. Editing of a text in English for grammatical correctness, clarity and consistency (three hours);

II. Translation into English of a French text (one and a half hours);

III. Translation into English, from Arabic, Chinese, Russian or Spanish of one text chosen by the candidate from a total of four texts (one and a half hours);

IV. Summary of an English text for brevity and clarity while covering all essential points (two hours);

V. (Optional) Translation into English, from Arabic, Chinese, Russian or Spanish of one text chosen by the candidate from a total of four texts, the

/...

chosen language to be other than that chosen for paper III (one and a half hours).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The Board will interview each candidate to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. Editing posts in some areas require that the incumbents have word-processing skills. In order to qualify for vacancies in those areas, candidates selected for interviews may choose to take, on the same day, a computer and word-processing skills test (two hours). Candidates who do not take or do not succeed in the computer and word-processing skills test but who are successful in the written examination and the interview will be included in the roster restricted to posts not requiring word-processing skills.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

11. Staff members selected to fill vacancies will be assigned as English editors for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the department to which they are assigned and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their editing functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 31 May 1995, to:

Competitive Examination for English Editors
Recruitment and Placement Division
Room S-2535-G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure that applications submitted by staff members from offices away from Headquarters are received in time, those staff members are requested to return the attached form to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 31 May 1995, the deadline for receipt of applications.

15. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575, United Nations Secretariat, New York, N.Y. 10017. Staff members working at the United Nations Office at Geneva may obtain copies of model examination papers from the Training and Examinations Section, room 4, Le Bocage.

Notes

1/ Main language should be understood to be the language in which the candidate is best able to edit. Candidates' claim to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages: 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institutions (name and location)

/...

B. Indicate your ability in each of the languages mentioned above:

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications: 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications:

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Certificate or equivalent 6/	Main field of study

E. Indicate your word-processing and data-processing experience:

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

/...

I have read information circular ST/IC/1995/22 and I understand that if I am successful in the competitive examination for English editors and recommended for inclusion in the roster, my assignment as an English editor will be subject to my acceptance of the conditions of service indicated in paragraphs 11 and 12 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless applicants were convoked for the G to P examination for promotion to the Professional category or another examination for professional language posts. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member for completion and must be RESUBMITTED WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement, Personnel Action forms and United Nations grounds pass. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office, e.g. DPA, OCSS, UNOG, UNOV, or other (specify).

4/ Main language should be understood to be the language in which the candidate is best able to edit. Candidates' claim to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1995/22.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/23
21 April 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR ARABIC EDITORS

1. A competitive examination for the recruitment of Arabic editors will be held on 16 and 17 August 1995 in New York, Cairo, Geneva, Vienna and other duty stations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia and Europe will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services of the United Nations Secretariat. Assignments are subject to rotation and Arabic editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Editors are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language; 1/

95-11671 (E) 270495 010595

/...

(b) Have a perfect command of Arabic and a very good knowledge of English and French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the principal language of instruction;

(d) Have relevant experience in the publishing industry or perform functions involving thorough knowledge of United Nations documentation or publications;

(e) Have computer and word-processing skills.

4. The requirement for a university degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have appropriate post-secondary educational qualifications from a university or institution of equivalent status at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of five papers:

I. Editing of a text in Arabic for grammatical correctness, clarity and consistency (three hours);

II. Translation into Arabic of an English text (one and a half hours);

III. Translation into Arabic of a French text (one and a half hours);

IV. Summary of an Arabic text for brevity and clarity while covering all essential points (two hours);

V. (Optional) Translation into Arabic from Chinese, Russian or Spanish of one text chosen by the candidate from a total of three texts (one and a half hours).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The Board will interview each candidate to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. Candidates invited to the interviews will be required, on the same day, to take the computer and word-processing skills test (two hours).

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

11. Staff members selected to fill vacancies will be assigned as Arabic editors for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their editing functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 15 June 1995, to:

Competitive Examination for Arabic Editors
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure that applications submitted by staff members from offices away from Headquarters are received in time, those staff members are requested to return the attached form to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 15 June 1995, the deadline for receipt of applications.

/...

15. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575, United Nations Secretariat, New York, N.Y. 10017. Staff members working at the United Nations Office at Geneva may obtain copies of model examination papers from the Training and Examinations Section, room 4, Le Bocage.

Notes

1/ Main language should be understood to be the language in which the candidate is best able to edit. Candidates' claim to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR ARABIC EDITORS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages: 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institutions (name and location)

/...

B. Indicate your ability in each of the languages mentioned above:

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications: 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications:

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Certificate or equivalent 6/	Main field of study

E. Indicate your word-processing and data-processing experience:

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1995/23 and I understand that if I am successful in the competitive examination for Arabic editors and recommended for inclusion in the roster, my assignment as an Arabic editor will be subject to my acceptance of the conditions of service indicated in paragraphs 11 and 12 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless applicants were convoked for the G to P examination for promotion to the Professional category or another examination for professional language posts. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member for completion and must be RESUBMITTED WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement, Personnel Action forms and United Nations grounds passes. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office, e.g. DPA, OCSS, UNOG, UNOV, or other (specify).

4/ Main language should be understood to be the language in which the candidate is best able to edit. Candidates' claim to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1995/23.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

ST

Secretariat

ST/IC/1995/24
24 April 1995

To: Members of the staff at Headquarters, New York

From: The Assistant Secretary-General for Human Resources Management

Subject: THE NEW PERFORMANCE APPRAISAL SYSTEM

1. The start-up of the new approach to performance management appears to have set off a number of questions, as one would expect from such a change. An administrative instruction and guidelines will be issued shortly to explain the policies and procedures applied in the new Performance Appraisal System. The guidelines are also currently being used in the training being implemented by the Office of Human Resources Management. These documents will respond to most of the issues being raised.

2. However, as neither of these documents has received general distribution and in view of the accumulating questions and issues being raised at this time by both managers/supervisors and other staff concerned, the Office of Human Resources Management has organized a meeting in conference room 3, from 1.15 p.m. to 2.30 p.m. on Friday, 28 April 1995, to provide an opportunity for questions and answers on the new Performance Appraisal System and its implementation.

3. All staff members are most welcome to attend. I look forward to seeing you there.

95-12087 (E) 250495 260495

UNITED NATIONS **ST**

Secretariat

ST/IC/1995/25
2 May 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS SABBATICAL LEAVE PROGRAMME FOR THE YEARS 1995 AND 1996

1. The purpose of the present information circular is to inform staff members of recent changes in the sabbatical leave programme and to outline the administrative requirements for its implementation in the years 1995 and 1996.

Background

2. The sabbatical leave programme has, up to now, enabled a very limited number of United Nations staff members to pursue study projects for periods up to nine months only in universities that are institutional members of the Academic Council on the United Nations System, the majority of which are in the United States and Canada. Given this geographical concentration in North America, and in view both of current budget constraints and of the increasing workload demands placed on the Organization, a review of this programme has been undertaken.

The new programme

3. Many departments have found it increasingly difficult to release staff members on full pay status for periods of up to nine months because of increased workload demands. Furthermore, given the substantial number of potentially interested staff members world wide, expenditures of the magnitude required in the past can no longer be entertained. Thus, the period of study leave should not be longer than four months. In addition, a more global programme of study leave is envisaged.

4. Thus, the changes being introduced are meant to enable a greater number of staff members to benefit from this programme within current funding and time limitations and expand this collaborative effort to universities and

95-13192 (E) 040595 080595

/...

institutions globally. The sabbatical leave programme will now be available to staff members who wish to pursue study projects in (a) universities and independent institutions world wide; (b) participating research and training centres of the United Nations University (UNU); and (c) institutions that are members of the Academic Council on the United Nations System.

Objectives of the programme

5. The objectives of the programme are:

(a) To provide an opportunity for staff members to bring added value to their contribution to the Organization and to enhance their intellectual growth through the pursuit of studies on issues relating to the work of the United Nations;

(b) To enhance dialogue between the United Nations and the academic community world wide, by providing an opportunity for scholars to work with United Nations staff members in their areas of study under the programme;

(c) To build close and enduring contacts between the global academic community and international civil servants in the United Nations system;

(d) To expose United Nations staff members to the "state-of-the-art" research and practices the world-wide academic community has to offer on issues on the international agenda and likewise to expose the academic community to those with hands-on experience and influence in the work of the United Nations world wide.

Eligibility

6. The programme is open to United Nations staff members with at least five years of service with the Organization and for whom it is anticipated that they will serve for no less than five years after the completion of the sabbatical leave.

Application procedures

7. Staff members should apply for this programme by submitting to the Training Service, Office of Human Resources Management, through their respective heads of office/department, a proposal of not more than four pages describing the study that they wish to pursue. The proposal should contain the following information:

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and the Organization;

(e) Outline of topic(s) to be covered;

(f) Study/research activities and methods/tools to be applied;

(g) Schedule of work of the study with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Type of contribution the participant could provide to the academic institution in which he or she is placed;

(j) Endorsement by the head of office/department responsible for the work of the applicant during the proposed study.

Applicants for the 1996 programme must complete the form in annex I and send it together with their proposals to the Training Service, Office of Human Resources Management, by 31 August 1995.

8. It is recognized that, in anticipation of the announcement of the 1995 programme, which has been delayed by efforts to enhance it, staff may have already progressed quite far in developing their proposals and making tentative arrangements so as to begin their programme in the fall of 1995. In order not to penalize these staff, those wishing to take part in the 1995 programme should submit their proposals by 9 June 1995 and every effort will be made to accommodate selected proposals within the planned 1995 time-frame.

Review of proposals

9. All proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue at the forefront of the field under consideration and should hold potential interest for the academic community and the United Nations. It should be relevant and have practical applications to the current and future work of the United Nations;

(b) Feasibility of the proposed study. The staff member should propose a project that can be undertaken and completed within the stipulated period of the study leave;

(c) Clarity of the research or other activities and the methodology to be followed in the proposed study;

(d) Appropriateness of the planned methodology;

(e) Quality of the proposal. The proposal should be responsive to the stipulated criteria. In addition, the staff member should demonstrate, in his/her proposal, an awareness of the latest developments in the area of study;

(f) Suitability of the candidate, including demonstrated personal and academic abilities to perform independent academic work. The assessment will be made on the basis of:

(i) The staff member's academic qualifications;

(ii) Information received from references to be provided by the applicant;

(g) Potential contribution by the staff member to the university or institution;

(h) Expected usefulness of the completed study to the United Nations.

Selection process

10. A selection committee consisting of representatives of the staff and management of the United Nations, and representatives of the Academic Council on the United Nations System and UNU will review the submitted proposals for final selection.

11. Heads of offices/departments will be consulted by the Office of Human Resources Management to confirm the release of selected staff members. The selected staff member will then be informed and requested to accept in writing the specified conditions of the award.

Conditions of the award

12. The sabbatical leave will normally be for a period of no more than four months. Staff members selected for this programme will be asked to take annual leave for the first month and will be placed on special leave with full pay for the balance of the approved study leave, subject to the agreement of the head of the office/department concerned.

13. The sabbatical leave will normally be taken during the host institution's regular academic semester, to maximize the advantage of the programme to the staff member and the host institution but may also be available outside the academic semester period.

14. Since selection is on a competitive basis and is predicated on the assumption that the staff member will be available to undertake the study as proposed, participation in the programme must take place during the year of selection.

15. The sabbatical leave should be dedicated to the topic presented in the proposal of the study. Changes in the overall objectives or body of the original proposal must be approved by the Training Service, Office of Human Resources Management.

16. Staff members on sabbatical leave will continue receiving salary, post adjustment and all related entitlements, such as rental subsidy and education grant, applicable to their regular duty station. The provisions of Appendix D to the Staff Rules will be applicable to initial and return travel and to activities directly related to the course of study and on school premises. Staff members will continue accruing required service credits towards sick, annual and home leave, salary increments, seniority, termination indemnity and repatriation grant. However, if the staff member is in receipt of a special post allowance, it will be discontinued at the beginning of the second month,

when the special leave with full pay starts, for the duration of the sabbatical leave.

17. Round-trip travel expenses will be paid, with entitlement to unaccompanied shipments of 50 kilograms (110 pounds) by air, each way. Travel other than initial travel to the academic institution and return travel to the duty station will be the responsibility of the staff member. Costs of books and any other educational materials as well as fees for participation in conferences, courses and other meetings requiring payment shall also be the exclusive responsibility of the staff member. Any dependants who may wish to join the staff member at the place of the sabbatical leave will not be covered under this programme and the staff member will be responsible for obtaining visas and arranging for their travel.

18. Staff members will receive a special monthly housing subsidy, to be determined yearly, based on the average rental cost for student and faculty housing at the university of placement. The housing subsidy will be paid to staff members provided that the institution of placement is beyond commuting distance from their duty station and that they have actually rented accommodation in the area near the institution.

Placement procedures

19. Under this programme, participants will be placed either in universities that are institutional members of the Academic Council on the United Nations System, in UNU's research and training centres or in other academic institutions. The list of institutional members of the Academic Council and UNU participating research and training centres is provided in annexes II and III respectively. When staff members choose to be placed in institutions that are members of the Academic Council or UNU, efforts will be made to place them in the most suitable academic institution, taking into consideration the field of the proposed study and the needs of the participant and the institution. The university assignment for participants selecting this option will be determined by either the Academic Council or UNU in consultation with the Training Service, Office of Human Resources Management.

20. A staff member wishing to attend an institution that is not a member of either the Academic Council on the United Nations System or UNU should take the initiative to identify the institution. The staff member should then communicate, in the application form submitted to the Training Service, Office of Human Resources Management, the name and address of the institution he or she wishes to attend as well as any initial arrangements already made with the institution for study, accommodation, timing, etc.

21. A staff member wishing to pursue his or her study/research in an institution other than one affiliated with the Academic Council on the United Nations System or UNU should indicate in his or her application the type of support services and facilities that the institution is willing to provide him or her during the period of the sabbatical leave. No additional financial assistance is available under this programme, other than that specified in paragraphs 16 to 18 above.

Follow-up

22. The Training Service, Office of Human Resources Management, will follow up with participating staff members on the results of their sabbatical leave programme by requesting the following information:

(a) At the end of their sabbatical leave each staff member will present a complete report of the study undertaken to the head of the office/department concerned, to the Assistant Secretary-General for Human Resources Management and to the Chief of the Training Service, Office of Human Resources Management, including, but not limited to: (i) a one-page abstract or executive summary of the study; (ii) a chapter providing a longer summary of the study and giving recommendations for future practice in the area; and (iii) a completed evaluation questionnaire;

(b) At the end of the term of study, the academic institution concerned will be requested to provide a brief report on the work done by the staff member;

(c) Within six months after the return of the staff member to his/her office, the head of the office/department will be requested to provide information on the impact of the sabbatical leave project on the department/office activities. This would include work performed by the staff member or by others as a result of new insights obtained from the study;

(d) Those elements or all of the study findings relevant to the work of other departments or organs of the United Nations should be shared with those bodies by the staff member.

Annex I

SABBATICAL LEAVE PROGRAMME

APPLICATION FORM

For Year 1995-1996

Complete this form and submit it to the Training Service, Office of Human Resources Management, together with your study proposal, by 31 May 1995 (applicants for 1995) or 31 August 1995 (applicants for 1996).

A. PERSONAL INFORMATION

NAME_____ INDEX NO._____

FUNCTIONAL TITLE/FIELD OF WORK:_____
(Attach job description)

CATEGORY/LEVEL_____ TYPE OF CONTRACT_____
(If fixed-term, expiration date)

DEPARTMENT/DIVISION/OFFICE_____

DUTY STATION_____

EOD (UNITED NATIONS)_____ EOD (PRESENT DUTY STATION)_____

TITLE OF PROPOSED STUDY PROJECT_____

B. ACADEMIC BACKGROUND

I. University studies

Degree	University/ country	Area of study	Year graduated

/...

II. Please arrange to have two letters of recommendation (attesting to your suitability to carry out independent academic work) by professionals outside your department or outside the United Nations who are familiar with your work sent directly to the Training Service, Office of Human Resources Management, by 31 May 1995 or 31 August 1995 depending on the year you are applying for. In the space provided, give the names of the professionals who will be sending the letters of recommendation on your behalf.

III. Please indicate below your teaching/study/research experience, including a list of your publications, if any. Attach additional sheet if necessary.

C. PLACEMENT

I. Do you wish to attend an institution that is NOT a member of the Academic Council on the United Nations System or UNU?

___Yes ___No

II. If you answered yes to the preceding question, please give the name and address of the institution you wish to attend. Please attach copies of any preparatory correspondence relevant to the proposed study.

III. Which of the following services/facilities, if any, is this institution willing to provide you during the period of your sabbatical leave: (circle as applicable)

(a) Academic adviser

(b) Office space

(c) Communication facilities (fax, telephone, computer)

(d) Other:_____

IV. Are you prepared to assume responsibility for finalizing arrangements made thus far and to carry out the necessary administrative work related to your study programme at this institution?

_____ _____

Signature of staff member Date

Annex II

ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM

INSTITUTIONAL MEMBERS

American University, School of International Service
Arias Foundation for Peace and Reconciliation
Australian Defence Force Warfare Centre
Austrian Study Centre for Peace and Conflict Resolution
Brown University, Thomas J. Watson Jr. Institute of International Studies
City University of New York, Ralph Bunche Institute on the United Nations
Dalhousie University, Centre for Foreign Policy Studies
Dartmouth College, Dickey Endowment
Emory University, Carter Center Conflict Resolution Program
External Affairs and International Trade, Canada, United Nations Affairs Division
Georgetown University, Foreign Service Program
George Washington University, Elliot School of International Affairs
Harvard University, Harvard College Library
Institute of World Economy and International Relations, Moscow
Institute of Social Studies, The Hague
International Cooperation Research Association, Tokyo
International Labour Organization, International Training Centre
Long Island University, Institute for the Study of International Organizations
Monterey Institute of International Studies, International Policy Studies and Public Administration
National Defense University
New York University School of Law, Center for International Studies
Norwegian Institute of International Affairs
Ohio State University, Mershon Center
Princeton University, Council on Regional Studies
RAND Library
The Stanley Foundation
Tufts University, Fletcher School of Law and Diplomacy
Tufts University, International Relations Program
United States Institute of Peace
University of Geneva, Graduate Institute of International Studies
University of Lund, Department of Political Science
University of Puerto Rico, Social Science Research Center
University of South Carolina, Institute of International Studies
University of Ulster, International Conflict Resolution Programme
Yale University, Program in United Nations Studies
York University, Centre for International and Strategic Studies
York University, Centre for Refugee Studies

Annex III

UNU PARTICIPATING CENTRES

Under its Charter adopted by the General Assembly in 1973, UNU is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. At the UNU headquarters Academic Division in Tokyo:

Peace and security issues:

The United Nations system, global governance and security
Conflict resolution and ethnicity
Governance, State and society

Environmental issues:

Ecorestructuring for sustainable development
Integrated studies of ecosystems
Information systems for environmental management
Environmental governance and law

Population related issues:

Population, urbanization and development
Population, land management and environmental change

2. At the UNU World Institute for Development Economics Research in Helsinki, Finland:

Growth and sustainable development
Employment, equity and gender issues
Global change and perspectives

3. At the UNU Institute for New Technologies in Maastricht, Netherlands:

Socio-economic implications of new technologies